

Definition of Service			
Service Name	Amendment of Legal Consultancy Firm Licence Information- Change of Commercial Licensing Authority		
Service Description	Approving a licensed Legal Consultancy Firm to move from one commercial licensing authority to another		
Information about the Service			
Beneficiary of the Service	Legal Consultancy Firms		
Service Provider's Directorate	Advocates and Legal Consultants Affairs Directorate		
Service Channels Provided	By Email: Legal.consultancy@legal.dubai.gov.ae		
Service Provision Timeframe	Five (5) working days	Service Fees	1000 AED Service Fee 10 AED – Knowledge Fee 10 AED – Creativity Fee Total 1020 AED
Direct Contact Number	04 3533337	E-mail Address	legal.consultancy@legal.dubai.gov.ae
Requirements and Procedures			
Requirements to get the Service	The firm must hold a valid licence from The Government of Dubai Legal Affairs Department.		
Required Documents	<p>For Sole Establishment Legal Consultancy Firms</p> <ol style="list-style-type: none"> 1. Application signed by the managing partner setting out the reasons for the application to change the commercial licensing authority. 2. Copy of the commercial licence (for firms established in free zones) <p>For Civil Company / Partnership Legal Consultancy Firms</p> <ol style="list-style-type: none"> 1. A letter from the Firm signed by the managing partner setting out the reasons for the application to change the commercial licensing authority. 2. Notarised partnership resolution recording the approval of the partners to change the licensing authority of the legal consultancy firm. 3. Copy of the commercial licence (for firms established in free zones) <p>For Branch Legal Consultancy Firm</p> <ol style="list-style-type: none"> 1. A letter from the Firm signed by the managing partner setting out the reasons for the application to change the commercial licensing authority. 		

	<ol style="list-style-type: none"> 2. Legalised Board resolution from the parent firm/ head office consenting to the change of licensing authority for the branch of the legal consultancy firm. 3. Copy of the commercial licence (for firms established in free zones)
<p>Procedures for service provision</p>	<ol style="list-style-type: none"> 1. The applicant submits an application for change of licensing authority by email; 2. The Legal Consultants Affairs Section reviews the submission and issues a decision to approve the application; 3. The Firm makes payment of the service fee; 4. The Legal Consultants Affairs Section will issue a Non-Objection Certificate addressed to the concerned licensing authority approving the change; 5. The following documentation relating to the legal consultancy firm licensed under the new licensing authority must be submitted by the Firm to the Department within the time period specified by the Department: <ul style="list-style-type: none"> - Commercial licence. - Notarised partnership resolution recording the approval of the partners to change the licensing authority of the legal consultancy firm (For civil companies and LLCs). - Tenancy agreement/ Ejari /title deeds; and - Professional Indemnity Insurance; 6. Following receipt of these documents, the Legal Consultants Affairs Section will issue the amended licence reflecting the new licensing authority.